

POLICY 1.5

TITLE: EMD COURSE ATTENDANCE AND TESTING POLICY

DATE: JANUARY 1999

I. EMD Course Attendance Requirements

EMD students will complete all class sessions as required by the National Highway Traffic Safety Administration's Emergency Medical Dispatch National Standard Curriculum.

The student's absence will be recorded on the Student Registration Form when one of the following occurs:

- A. Absence for an entire session.
- B. Arriving fifteen or more minutes late for any class session.
- C. Expulsion from class for disruptive behavior.
- D. Leaving during a scheduled session without the instructor's permission.
- E. Present in class, but unwilling to participate in the activities scheduled for that session.

II. EMD Course Make-up Sessions

Make up sessions may be allowed at the discretion of the Lead Instructor and OETS. Students will be responsible for meeting with the Lead Instructor or contacting OETS to schedule make up sessions.

- A. Students may make up a missed lecture session by:
 - 1. Attending another approved course session at either
 - a. another EMD training program.
 - b. a specially scheduled make-up program.
 - 2. Viewing a video tape of the session followed by a meeting with a certified instructor to respond to any questions regarding the material presented.
 - 3. Listening to an audio tape of the session followed by a meeting with a certified instructor to respond to any questions regarding the material presented.

There is no burden on the Lead Instructor to audio or video tape the training sessions. If this resource is not available, it is the student's responsibility to contact OETS to identify an appropriate make-up session. It will be the student's responsibility to obtain written verification of attendance at make-up sessions and to present this material to the Lead Instructor for submission to OETS with the student's practical and written examinations.

- B. All practical sessions must be made up by participation in another course covering that material.

III. Testing Procedures

All students will be tested using the OETS approved written and practical examinations. A copy of the EMD Scenario Evaluation form to be used for practical examinations is found in Appendix 6.

Students shall not cheat, plagiarize, or use other fraudulent means to meet the training standards. Any such activity may result in notification to the student's sponsoring agency, if applicable, and expulsion from the training program.

Students must demonstrate that they have attained the knowledge and skills taught in the course in order to receive EMD certification. The practical examination will allow assessment of both skills and knowledge, the written examination will allow a more in-depth assessment of specific topic areas.

- A. In order to be eligible to take the course examinations, the student must have completed all required course work and participated in practical exercises.
- B. All examinations are closed book. During the practical and written exams, students may not refer to text books or written notebooks.
 - 1. During practical examinations, students will work with pre-scripted scenarios supplied by the Lead Instructor utilizing the State of New Jersey EMD Guidecards.
 - 2. During written examinations, students may not consult any resource materials or discuss the questions or answers with other students or the instructor.
- C. Passing scores
 - 1. A student must successfully pass the practical examination.
 - 2. The minimum passing grade on the written examination is 80%.
- D. Retesting
 - 1. If a student fails to achieve a passing score on the written or practical examination, one opportunity to be remediated and retested may be provided.
 - 2. Failure to achieve a passing score on the retest will require the student to repeat the entire course of instruction prior to any further testing.
- E. A student may make up a missed practical or written examination by:
 - 1. Taking the exam at another approved course location.
 - 2. Taking the exam during a specially scheduled session proctored by a certified EMD instructor.

Students who fail to attend scheduled make-up sessions may be required to repeat the entire course of instruction prior to being deemed test eligible.